

Job Opportunity

May 31, 2007

With CDA
it's not just
another job
it's a career!

**DUTY STATEMENT
CLICK HERE!**

Please refer to
CDA8 #0607-652-005
on your application.

**Applications will be
accepted until FILLED.**

**All applications will be
screened and only the
most qualified will be
interviewed**

E-mail your application
and resume to:
careers@aging.ca.gov
or

for more information go
online to:

**[http://www.aging.ca.gov/
html/jobs/
career_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**
or

mail your information to the
address below:

**CALIFORNIA DEPARTMENT
OF AGING
HUMAN RESOURCES**

1300 National Drive,
Ste 200
Sacramento, CA 95834

TDD 1-800-735-2929

TEL (916) 419-7525

FAX (916) 928-2269



**APPLY NOW
CLICK HERE!**

Accounting Technician

Permanent Full-Time Position

Salary: \$2,551.00 - \$3,103.00

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

The Accounting Section records and maintains fiscal records; processes all payment activities through the State's automated accounting system, California State Accounting and Reporting System (CALSTARS); and processes paychecks/travel claims; develops fiscal-related systems department-wide, integrating both support and local assistance responsibilities.

PROGRAM: Under the general supervision of the Senior Accounting Officer (Supervisor), the incumbent is responsible for the less complex State Operations accounting functions.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Audits employee and committee member travel expense claims.
- Issues revolving fund checks for travel and expense claims and advances.
- Reviews, obtains approval for, and schedules monthly and / or quarterly invoices for payment against purchase orders, the least complex state operations contracts, CalCard, taxi bills, telephone bills, rent, and other routine bills.
- Prepares Claim Schedules for submission to the State Controller's Office.
- Performs daily printer operations, including revolving fund checks, claim schedules and remittance advices.
- Prepares daily CALSTARS reconciliation report, checking output against input logs.
- Makes up claim schedule folders, contract folders, and various logs,
- Distributes office revolving fund checks and payroll warrants and direct deposit advices to employees and paymasters.
- Files warrant registers and maintains check log.

WHO MAY APPLY:

Applicants currently at the Accounting Technician level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

Location: Sacramento—Natomas Area. FREE PARKING!

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

